



COLUMBIA COLLEGE

Checklist for Club Events

1. Present **event idea** to the entire club during an official club meeting.
2. Club members discuss and vote on **event idea** as noted in meeting minutes.
3. Club President and Club Advisor fill out and sign the Club Event Form located at the following webpage: [Club Event Form](#) (ASCC Form)
4. For events involving travel, such as a field trip, Club Advisor fills out and submits: [Student Organizations Travel Request](#) (E-trieve Form)
5. If a cash advance is needed, Club Advisor, or purchasing support person, fills out and submits: [AP Direct Payment Request](#) (E-trieve Form)
6. If a purchase is needed, Club Advisor follows [steps for basic purchase instructions](#).
7. Email the following documents to Program Assistant Rory Thompson at: thompsonr@yosemite.edu
 - a. Club Event Form
 - b. Club Meeting Minutes
8. Club Event Form will need to be approved and signed by ASCC Advisor Courtney Sutton.
9. Club Advisor will receive final approval of event via email from Program Assistant Rory Thompson.

IMPORTANT REMINDERS

- Begin paperwork 4-6 weeks before the event to allow enough time for any unforeseen delays in completing the approval process, especially events requiring cash advances, purchases, field trips, and/or vendors.
- Holding an event without the above paperwork and approvals will constitute a disciplinary action.

